1-Minute Newsletter – July 2014

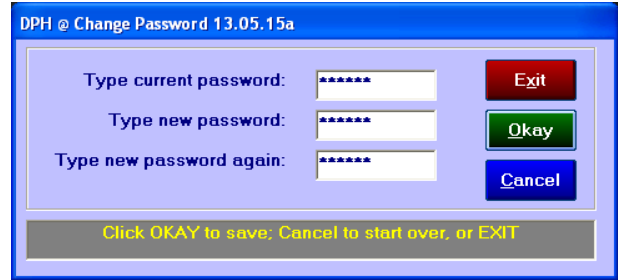Another installation of our 1-Minute Newsletter – we hope you find it helpful!

Club Office Password – how to change it

We've had a few questions recently about changing the user's password in Club Office so we hope this little treatise will help. It's easy enough to find the change password feature! Just click on the Utilities menu option at the main menu and choose it!

After that, the password change screen appears. Type your current password in the top box and press the ENTER key on your keyboard. A second box will appear where you type your NEW password… and again, press the ENTER key to see the third box. Type the new password again in the third box to verify it, and the OKAY button will be highlighted. Press ENTER again (or click on the Okay button) and the change will be written to the system. Then log out of Club Office and test your new password by logging in again, using the new password. Simple!

How to Reset a Password for a User

Club Office is designed to keep passwords secure for each user, and if a user changes his/her password as described above and later forgets it, it's not hard to reset it to the system default password. Simply go into the main Club Office configuration area and choose User Rights. Change the Password column for that user by replacing the existing password with the numbers 1234567890 and click OK. Then the user can log into the system using the default password and use the Change Password feature to change it to what he/she wants it to be. Because passwords are encrypted, no, you cannot "set" their password for them – you may change it ONLY to the default 1234567890 and the user himself/herself must change it to what they want.

The Magic (and danger!) of Access Level 99

Many users find having level 99 access to all the Club Office modules to be very convenient because it affords the user carte blanche access to all features. This is a double-edged sword because it can also get you into trouble! In some ways, this administrative level access can allow you to operate *outside* the protection of sound accounting practices and procedures. Administrative level access is there for a reason, but it was never intended that it be used on a daily operational basis. If you use level 99 all the time, be extremely careful!

Mem	A/P	A/R	F/A	G/L	Inv	P/R	POS	EVT	Cfg
99	99	99	99	99	99	99	99	99	99
99	99	99	99	99	99	99	99	99	99
99	99	99	99	99	99	99	99	99	99
99	98	99	98	99	98	98	98	98	98
90	98	98	98	98	98	98	98	98	98

Office Telephone Number Changes

We have a new fax number: 763-550-0721. This is a dedicated fax and won't be answered except by the fax machine, so those of you who've called us on the old 952-941-7514 number should change your notes to read our normal office telephone number, which has been 952-941-0855 for the last twenty-five years. Thanks in advance!

Instead of the fax, if you want us to review one of your reports, you can always use the report option to "export" the report as a PDF file, and then just email it to us. Sometimes faxes are hard to read while the PDF copies are usually perfect and easy to read. So it's a better solution than using the fax anyway.

> *Topics for future issues…*
> Cloning Registers, Shared Printer vs. Network Printer, Network Mapping, FTP ideas, the "Cloud," more…